



Chinese Culture University

「 Electronic Theses and Dissertations System 」

User Manual

May 22, 2013

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Important Messages

For a final, post-defence submission of dissertation and thesis, please be sure to read the following information thoroughly. (2013-05-14)

I. The important dates for submitting final, defended dissertation/thesis in electronic format in the second semester of the academic year 2012 are as follows:

Dissertation/thesis submission: May 30, 2013 - July 29, 2013.

Format review is a university requirement to ensure your document is in compliance with PCCU standards.

II. Approval of the library is also required for submitting the printed copy for Doctoral/Master's students before 16:00 on July 31, 2013 (Wednesday), Please submit the following documents to the Library Circulation Desk:

1. A valid student ID card,
2. A copyright authorization for electronic dissertation/thesis signed by you,
3. One paper copy of dissertation/thesis which bound "[Chinese Culture University Copyright Authorization for Dissertation/Thesis](#)" (Please print out this form and sign, then bind to the printed copy).



III. Notices on the printed copy of dissertation/thesis:

1. No watermark needed,
2. A copyright authorization for dissertation/thesis signed by you.

User Manual

1. Log in

(1) Use ulive E-mail to apply register ID and Password

Step1. Please click the [National Digital Library of Theses and Dissertations in Taiwan](#) and use ulive E-mail to register as member.



example : use theses@ulive.pccu.edu.tw to register as member

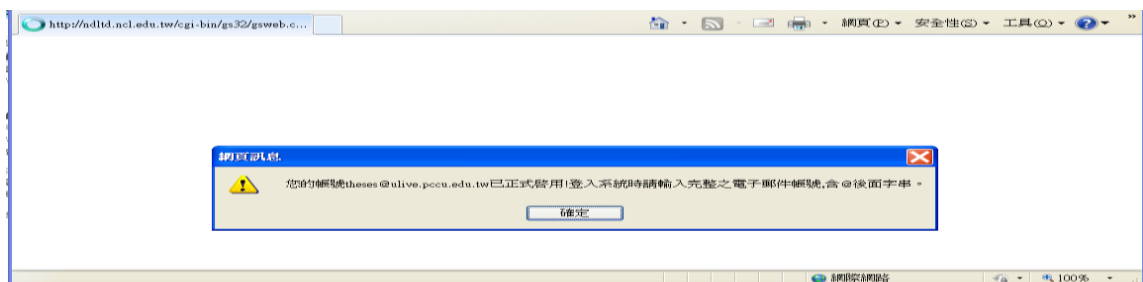
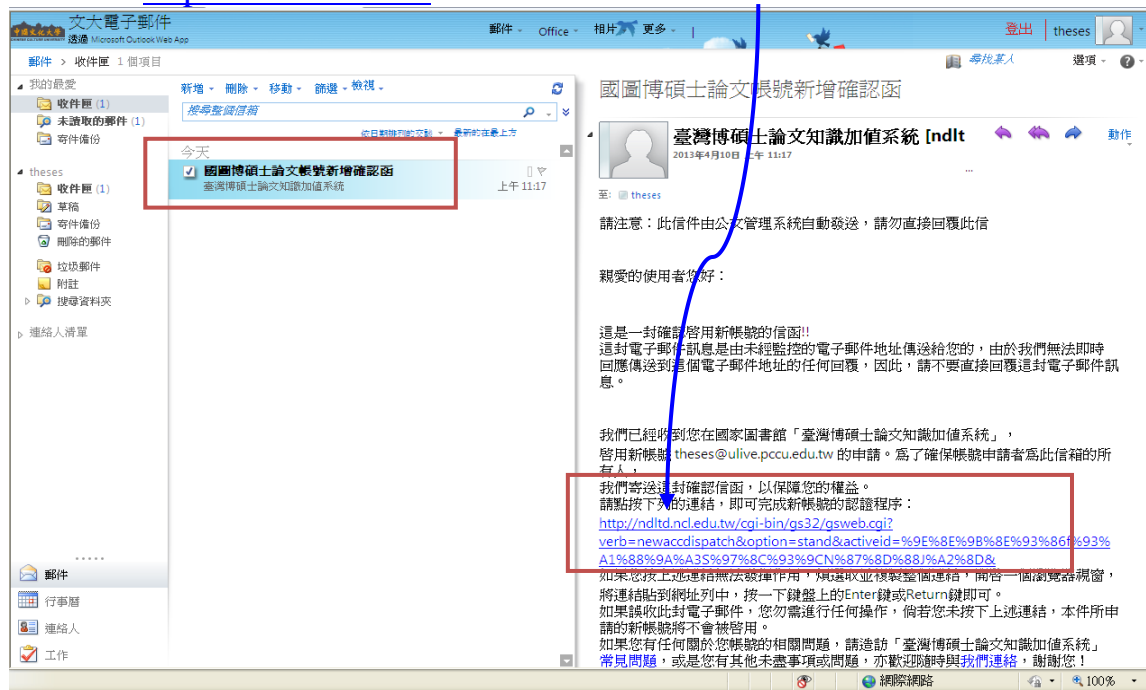
The screenshot shows the 'Create Account' page, Step 2: Enter Registration Information. The form includes the following fields and instructions:

- Name:** Joyce Chen (The field name in red indicates required information.)
- Your current email address:** theses@ulive.pccu.edu.tw (Checking account number available)
- Choose a password:** (Minimum of 8 characters in length.)
- Re-type password:**
- Password hint:** lib (HINT: If you forget your password, we will ask you to enter the hint.)
- Alternate Email:** joyce@staff.pccu.edu.tw (HINT: If you enter this alternative email address, It will be also gotten the verification and forget password notification.)
- 預設首頁:** ☐ 將臺灣博碩士論文知識加值系統設為我的預設首頁。 (您瀏覽的預設首頁就是每次開啟瀏覽器時首先顯示的網頁。)
- Nationality:** ☒ Foreign ☐ ROC, taiwan

At the bottom, there is a CAPTCHA verification section with the text 'Type the characters you see in the picture below (Letters are not case-sensitive)' and a box containing the characters 'A9768'. There is also a 'Play sound' button.



Step2. When the registry is completed, use ulive e-mail to log in <http://outlook.com/> and click the confirmation to start the ulive e-mail.



Step3. Please link to [the system](#) and click the Register button, then key in olive E-mail and password.



Step4. Please choose correct department and key in name, student ID number, E-mail (which use to receive the system message) and choose correct semester.

Name

Student ID Number

E-mail

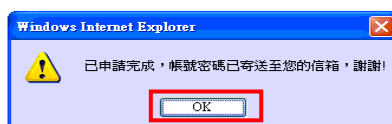
Semester

Department

確定申請

Next

System will send the account and password to your e-mail, when the registry is finished.



(2) Submitting option : ulive E-mail or ID and Password supplied by the system.

Please click the Submission button to submit the dissertation/thesis.

Please key in the ID and PW which supplied by the system

中國文化大學 Chinese Culture University

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

臺灣博碩士論文知識加值系統 | 新手上路 | 中國文化大學機構典藏系統 | 圖書館首頁

申請建檔帳號
Register
論文查詢
Search
論文建檔與管理 Submission
列印論文摘要表
Print Abstract
最新消息
News
建檔流程
Upload Workflow

論文建檔與管理 Submission

帳號: 101PCCU0571000
密碼:

ID and PW
(supplied by system)

2. System Description

The screenshot shows the 'Electronic Theses and Dissertations System' interface of Chinese Culture University. The top navigation bar includes links for 'Input Metadata', 'Full text', 'Validate', and 'Pass'. A red box highlights the 'Input Metadata' button, with a red arrow pointing to a 'Status display' label. The left sidebar contains a 'Thesis' menu with steps 1 through 4, and an 'Other Function' section with links for 'Change log', 'Personal Data', 'Contact Us', and 'Logout'. A red box highlights the 'Other Function' section, with a red arrow pointing to a 'Function' label. The main content area is titled 'step1 Key in' and includes a link to 'Add Dissertation/Thesis'. Below this are tabs for 'Basic', 'Abstract', 'Table of Content', and 'Reference'. The 'Basic' tab is active, showing a form with fields for Chinese Name, Foreign Name, Chinese Title, Foreign Title, Advisor, E-mail of Advisor, Advisory Committee, Date of Defense, Degree, School Name, Department Name, Academic Year, Publish Year, Student ID, Language, Page Count, Chinese Keyword, Foreign Keyword, Name of Personal Website, URL of Personal Website, and E-mail.

Electronic Theses and Dissertations System

Chinese Culture University

上传 下载 查询 分析 增值服务

中文版 / English 操作手册下载 王小明 Logout

Input Metadata → Full text → Validate → Pass

Status display

Thesis

- step1 Key in
- step2 Upload
- step3 Submit
- step4 Print

Other Function

- Change log
- Personal Data
- Contact Us
- Logout

Function

step1 Key in If you have any problem, please [Contact Us](#)

[Add Dissertation/Thesis](#) Click here to enter your Dissertation/Thesis data.

Basic Abstract Table of Content Reference

Chinese Name :
Foreign Name :
Chinese Title :
Foreign Title :
Advisor :
E-mail of Advisor :
Advisory Committee :
Date of Defense :
Degree :
School Name :
Department Name :
Academic Year :
Publish Year :
Student ID :
Language :
Page Count :
Chinese Keyword :
Foreign Keyword :
Name of Personal Website :
URL of Personal Website :
E-mail :

3. Function Description

Please make sure the basic information of the individual, if the information is incorrect, correct the information, in order to facilitate follow-up system.

修改資料 All mandatory fields indicated with red asterisks (帳號建立日期: 2013-05-17)

Field	Content
User ID	101PCCU0571015
* Password	HbnVgJdY
* Name	王小明
School	中國文化大學
Department	觀光事業學系
Degree Date	101
Semester	二
Student ID	A1111101
* E-mail	joyce@staff.pccu.edu.tw

Submit

Commonly used email

(1) Step1: Key in

Click the function “step1 Key in”, then click the “Add Dissertation/Thesis” button to enter your Dissertation/Thesis data which included **Basic**, **Abstract**, **Table Content** and **Reference**.

step1 Key in If you have any problem, please Contact Us

Add Dissertation/Thesis Click here to enter your Dissertation/Thesis data.

Basic Abstract Table of Content Reference

Chinese Name :
Foreign Name :
Chinese Title :
Foreign Title :
Advisor :
E-mail of Advisor :
Advisory Committee :
Date of Defense :
Degree :
School Name :
Department Name :
Academic Year :
Publish Year :
Student ID :
Language :
Page Count :
Chinese Keyword :
Foreign Keyword :
Name of Personal Website :

Basic

Basic
Abstract
Table of Content
Reference

(*) Required fields

(*) Optional fields

紅色*號為必填欄位

* Chinese Name : 王小明

* Foreign Name : The first letter of English name must be uppercase , Ex: Wang, Dahua
Joyce Chen

* Chinese Title :

* Foreign Title : The first letter of English name must be uppercase , Ex : A Critique on Current Free Software Industry Progression: From a Comparative Perspective of Canadian Free Software Industry Strategy
Chinese Culture University Dissertation/Thesis System user manual

* Advisor : Add The first letter of English name must be uppercase , Ex: Wang, Dahua
Chinese 周云
Foreign

* E-mail of Advisor : If there are more than two E-mail, please use comma(,) to separate them

* Advisory Committee : Add The first letter of English name must be uppercase , Ex: Wang, Dahua
Chinese
Foreign

* Date of Defense :

* Degree : Master

School Name : 中國文化大學

Department Name : 觀光事業學系

Academic Year : 101

* Publish Year : 2013

* Student ID : A11111101

* Language : English

* Page Count : 100

* Chinese Keyword : Add Enter just one keyword in a textbox

* Foreign Keyword : Add Enter just one keyword in a textbox
User manual

Name of Personal Website : Ex : Facebook、Blog、MSN

URL of Personal Website :

* E-mail : joyce@staff.pccu.edu.tw

Files :

※ 請務必切換頁籤，填寫所有論文資料

※ 論文資料填寫完成後，請按下“資料暫存”或“資料存檔”鍵

※ 資料暫存功能於論文未建置完成時，供暫存使用，可於日後自行登入系統完成論文建檔

※ 若您有線上建檔的問題，可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳，請將全文寄送到etd@ncl.edu.tw信箱，由專人為您服務。

If you do not complete

Temporary Save
Save

Abstract

Edit Dissertation/Thesis

Basic

Abstract

Table of Content

Reference

紅色*號為必填欄位

* Chinese Abstract :

* Foreign Abstract :

* 請務必切換頁籤，填寫所有論文資料

* 論文資料填寫完成後，請按下“資料暫存”或“資料存檔”鍵

* 資料暫存功能於論文未建置完成時，供暫存使用，可於日後自行登入系統完成論文建檔

* 若您有線上建檔的問題，可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳，請將全文寄送到etd@ncl.edu.tw信箱，由專人為您服務。

Temporary Save

Save

Table of Content

Edit Dissertation/Thesis

Basic

Abstract

Table of Content

Reference

紅色*號為必填欄位

* Table of Content :

* 請務必切換頁籤，填寫所有論文資料

* 論文資料填寫完成後，請按下“資料暫存”或“資料存檔”鍵

* 資料暫存功能於論文未建置完成時，供暫存使用，可於日後自行登入系統完成論文建檔

* 若您有線上建檔的問題，可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳，請將全文寄送到etd@ncl.edu.tw信箱，由專人為您服務。

Temporary Save

Save

Reference

The screenshot shows the 'Edit Dissertation/Thesis' interface with the 'Reference' tab selected. The tab is highlighted with a red box. Below the tabs, there is a red asterisk and the text 'Reference :'. A large, empty rectangular box is provided for entering references. At the bottom, there are two buttons: 'Temporary Save' and 'Save'. Below the buttons, there are four lines of red text providing instructions and contact information.

Basic Abstract Table of Content **Reference**

紅色*號為必填欄位

* Reference :

※請務必切換頁籤，填寫所有論文資料
※論文資料填寫完成後，請按下"資料暫存"或"資料存檔"鍵
※資料暫存功能於論文未建置完成時，供暫存使用，可於日後自行登入系統完成論文建檔
※若您有線上建檔的問題，可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳，請將全文寄送到etd@ncl.edu.tw信箱，由專人為您服務。

Temporary Save Save

(2) Step2: Upload

Please upload single PDF file with [watermark](#) and security configuration.

The screenshot shows the 'Electronic Theses and Dissertations System' interface. The top banner includes the Chinese Culture University logo and the system name. Below the banner, there are buttons for 'Input Metadata', 'Full text', 'Validate', and 'Pass'. The 'Full text' button is highlighted. On the left, there is a sidebar with 'Thesis' and 'Other Function' sections. The 'Thesis' section includes 'step1 Key in', 'step2 Upload', 'step3 Submit', and 'step4 Print'. The 'Other Function' section includes 'Change log', 'Personal Data', 'Contact Us', and 'Logout'. The main content area is titled 'step2 Upload' and includes a red box around the 'Upload or delete full text' button. Below this button is a text input field labeled 'Dissertation/Thesis full text'.

中國文化大學 Chinese Culture University

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

Input Metadata Full text Validate Pass 中文版 / English 操作手冊下載 王小明 Logout

Thesis

- step1 Key in
- step2 Upload
- step3 Submit
- step4 Print

Other Function

- Change log
- Personal Data
- Contact Us
- Logout

step2 Upload If you have any problem , please Contact Us

Upload or delete full text 上傳或刪除書目延後公開申請書 (欲申請專利者，全文上傳後請點選此按鈕)

Dissertation/Thesis full text

Edit Dissertation/Thesis

Basic Abstract Table of Content Reference **Dissertation/Thesis full text**

紅色*號為必填欄位

If you have more than one file, please click the "Add File" button

Please click the "S" 如果您的全文檔

刪除電子全:

Please upload single PDF file with watermark and security configuration

全文上傳:

Add file 檔案名稱: 電子全文 瀏覽...

※ 若您有線上建檔的問題, 可洽詢系所助教或與我們聯絡。若您的全文無法自行上傳, 請將全文寄送到etd@ncl.edu.tw信箱, 由專人為您服務。

確定上傳

Please authorize public access date.

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

中國文化大學 Chinese Culture University

Input Metadata Full text Validate Pass 中文版 / English 操作手冊下載 王小明 Logout

Thesis

step1 Key in
step2 Upload
step3 Submit
step4 Print

Other Function

Change log
Personal Data
Contact Us
Logout

step2 Upload If you have any problem, please Contact Us

Upload or delete full text 上傳或刪除書目延後公開申請書 (欲申請專利者, 全文上傳後請點選此按鈕)

Dissertation/Thesis full text

Dissertation/Thesis full text: 電子全文

全文檔授權:

☒ Immediate public access

☐ Immediate access at my school, open public access after year month day

☐ Open access at my school after year month day; open public access after year month day

☐ Other:

Next

Step3: Submit

Please submit the dissertation/thesis, when you finished upload.

中國文化大學 Chinese Culture University

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

中文版 / English 操作手冊下載 王小明 Logout

Input Metadata Full text Validate Pass

Thesis

- step1 Key in
- step2 Upload
- step3 Submit
- step4 Print

Other Function

- Change log
- Personal Data
- Contact Us
- Logout

step3 Submit Submitted Click here to enter · validate your Dissertation/Thesis

Basic Abstract Table of Content Reference Dissertation/Thesis full text

Chinese Name : 王小明
Foreign Name : Joyce Chen
Chinese Title : 中國文化大學博碩士論文系統使用手冊
Foreign Title : Chinese Culture University Dissertation/Thesis System user manual
Advisor :
Chinese : 周云
Foreign :
E-mail of Advisor : joyce14203@gmail.com
Advisory Committee :
Chinese : 郭令
Foreign :
Date of Defense : 2013-05-10
Degree : 碩士
School Name : 中國文化大學
Department Name : 觀光事業學系
Academic Year : 101

Please click the “Cancel Validatic”, when you have to correct the context.

中國文化大學 Chinese Culture University

博碩士論文系統
Electronic Theses and Dissertations System
上傳 下載 查詢 分析 加值服務

中文版 / English 操作手冊下載 王小明 Logout

Input Metadata Full text Validate Pass

Thesis

- step1 Key in
- step2 Upload
- step3 Submit
- step4 Print

Other Function

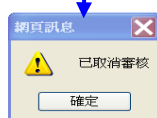
- Change log
- Personal Data
- Contact Us
- Logout

step3 Submit (Submitted) Cancel Validatic

Basic Abstract Table of Content Reference: 參考, 參考 停用 Dissertation/Thesis full text

Chinese Name : 王小明
Foreign Name : Joyce Chen
Chinese Title : 中國文化大學博碩士論文系統使用手冊
Foreign Title : Chinese Culture University Dissertation/Thesis System user manual
Advisor :
Chinese : 周云
Foreign :
E-mail of Advisor : joyce14203@gmail.com
Advisory Committee :
Chinese : 郭令
Foreign :
Date of Defense : 2013-05-10
Degree : 碩士
School Name : 中國文化大學
Department Name : 觀光事業學系
Academic Year : 101

Cancel validate message



(3) Step4: Print

Please print the Authorization Form in duplicate which should be delivered to the university library and Office of Academic Affairs for approval of graduation.

The screenshot shows the 'Electronic Theses and Dissertations System' (博碩士論文系統) interface. The page title is 'Chinese Culture University' (中國文化大學). The main menu includes 'Thesis' and 'Other Function'. Under 'Thesis', the steps are: step1 Key in, step2 Upload, step3 Submit, and step4 Print. The 'Print' button is highlighted with a red rectangle. The 'step4 Print' section contains options for public access: 'Immediate public access', 'Immediate access at my school' (selected), 'Open access at my school after', and 'Other'. The 'Print' button is located at the bottom right of the form.

Print

Dissertation and Thesis Authorization Form to Post Digital Copy Online

(Please mail this form to the National Central Library for documentation purposes)

ID:101PCCU0328021

This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of Chinese Culture University in the department of 心理輔導學系 for the 三 semester of 101 academic year.

Title : 遊戲治療對社會退縮兒童之退縮行為與自我概念之成效探討

Advisor : 蔡美香, Mei-Hsiang Tsai

I do hereby authorize individuals to access the full text of the aforementioned dissertation/thesis (including abstract) online for non-commercial purposes of searching, reading, downloading, and/or printing. This is a non-exclusive authorization without compensation granted to National Central Library and the university from which I graduated to reproduce this work in the format of microfilm, compact disc, or digital file without limits to location, time, or number of reproductions. I also agree to the public transmission of an electronic file.

☐ Immediate public access

☒ Immediate access at my school, with public access after 2014 / 6 / 30

☐ Open access at my school after // 日 : open public access after 2014 / 6 / 30

☐ Other _____

Name : 鄭文媛

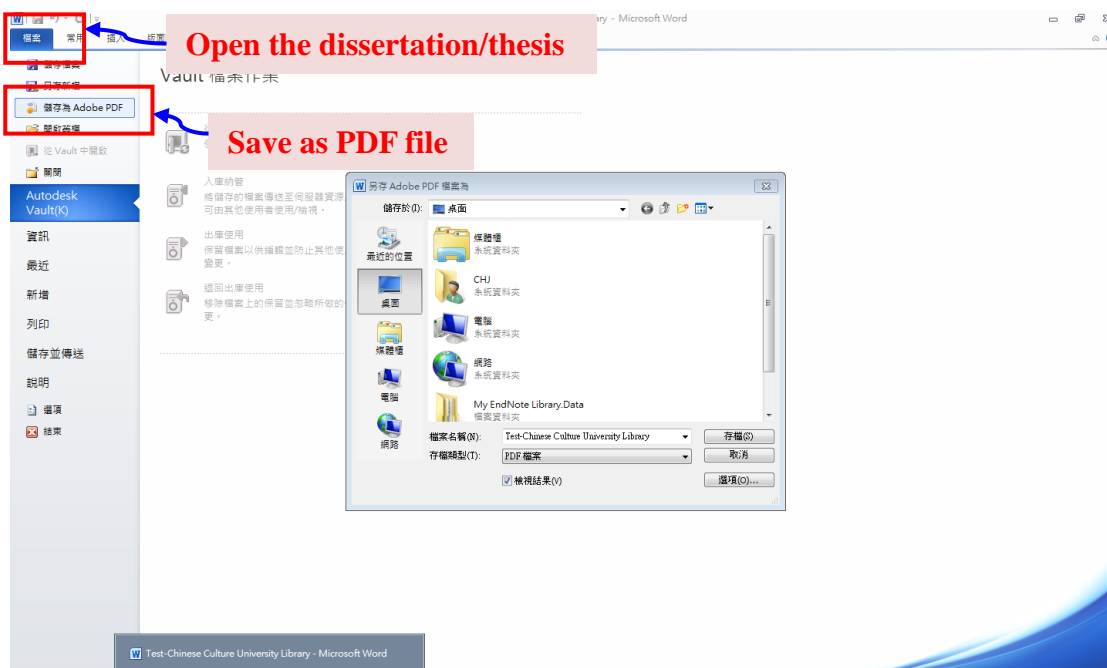
Signed : _____ **Date (yyyy/m m/dd) :** _____

4. How to add watermark and security configuration

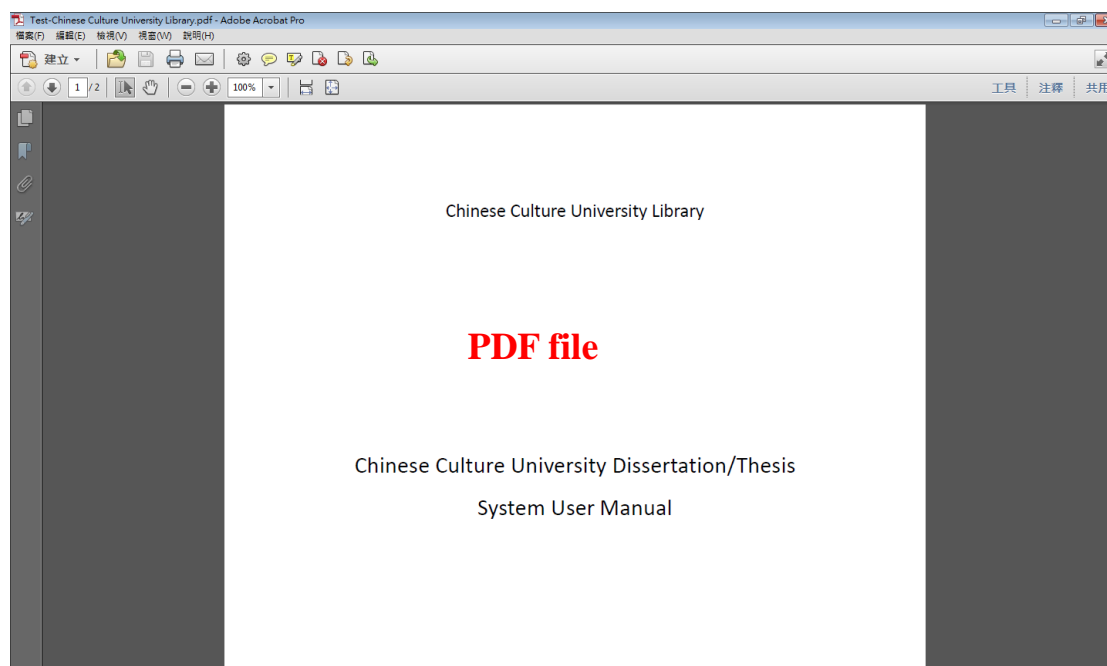
Convert the word file of your dissertation/thesis, including the title page, signature page of committee members, the acknowledgement, abstract, contents, full-text, references and appendix to single PDF file.

Example. Word 2010

Step1.Open the file and save it as a PDF file



PDF file



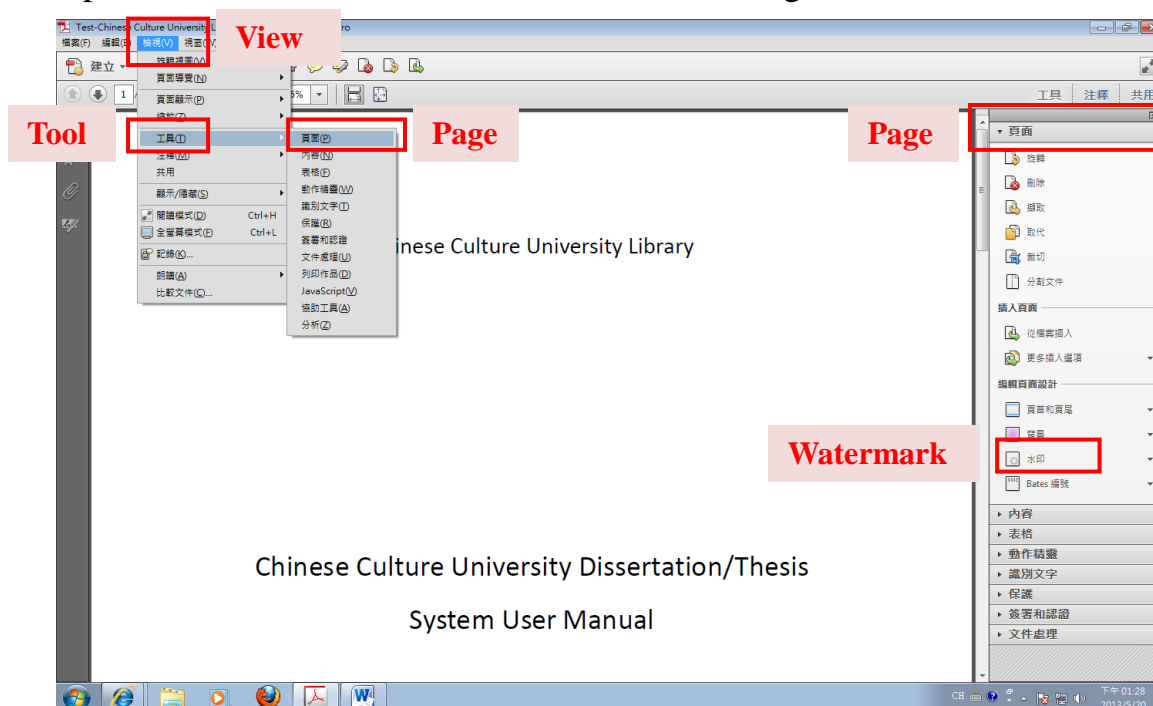
Step2.Add watermark and security configuration

Students should use computers that are installed with the Adobe Acrobat X Professional (Students could use in Library and Ta-Yi Building Room 410)for adding watermark and security configuration.



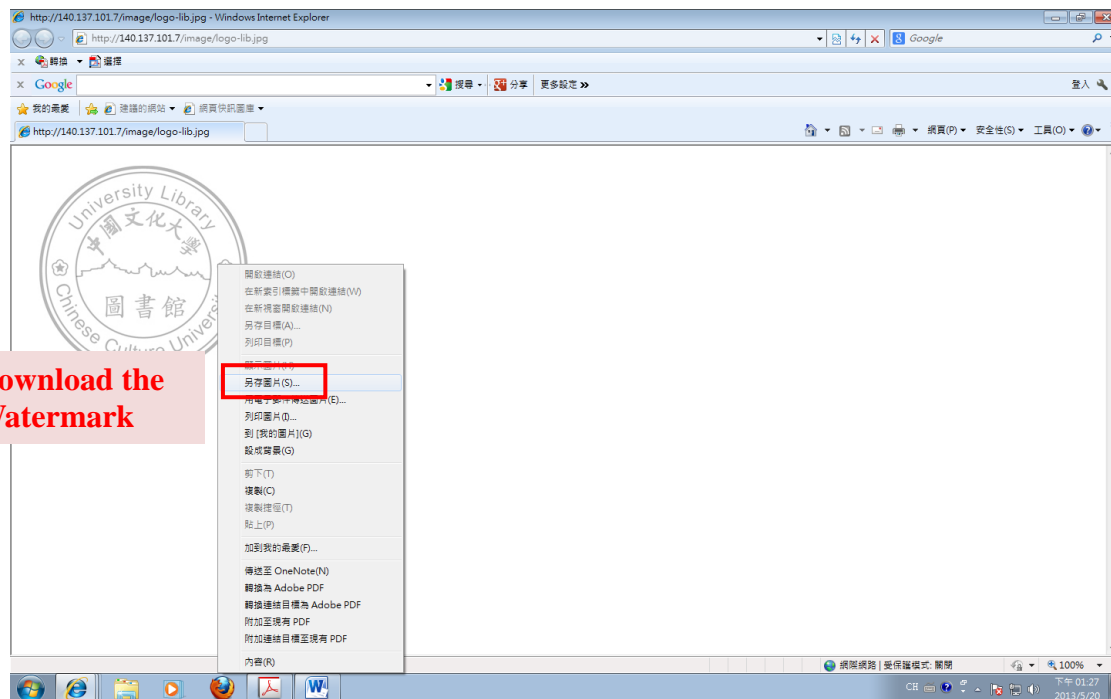
Add watermark:

Open the dissertation/thesis → View→Tool→Page→Watermark

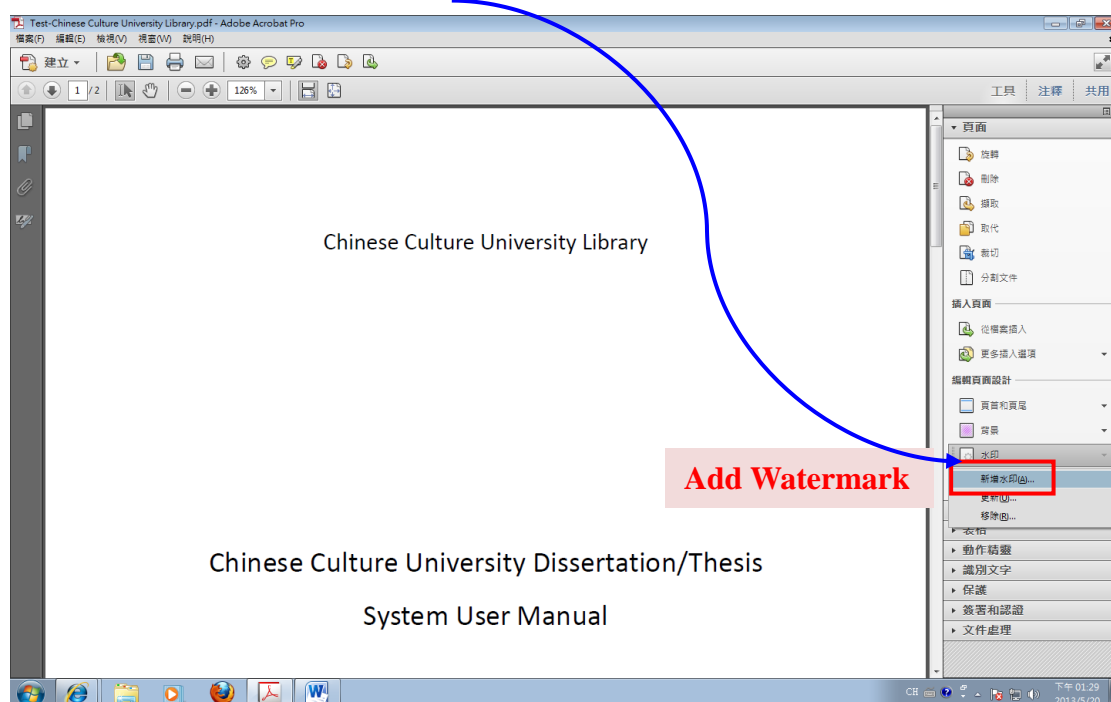


Please click the URL(listed as below) to download the watermark.

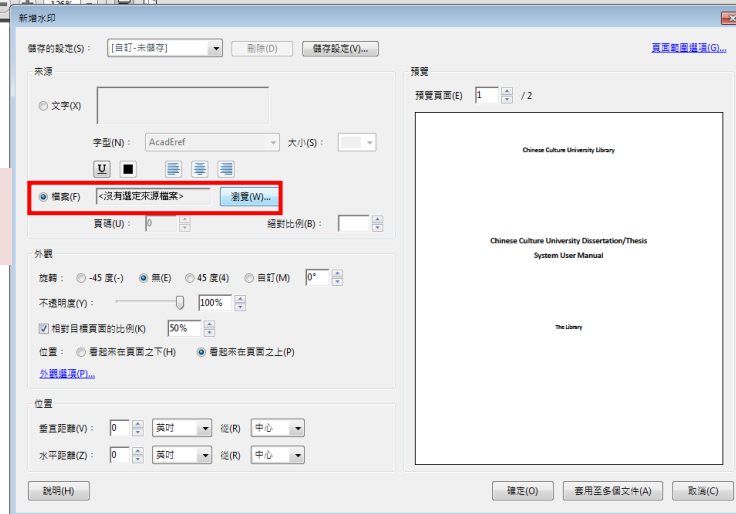
<http://140.137.101.7/image/logo-lib.jpg>



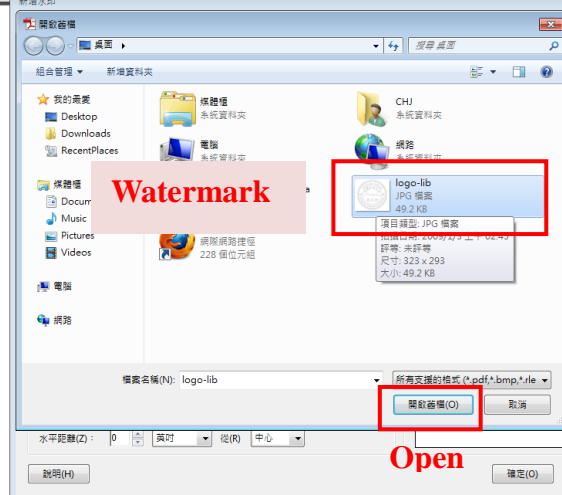
Click on the watermark to add watermark



Select the path of Watermark

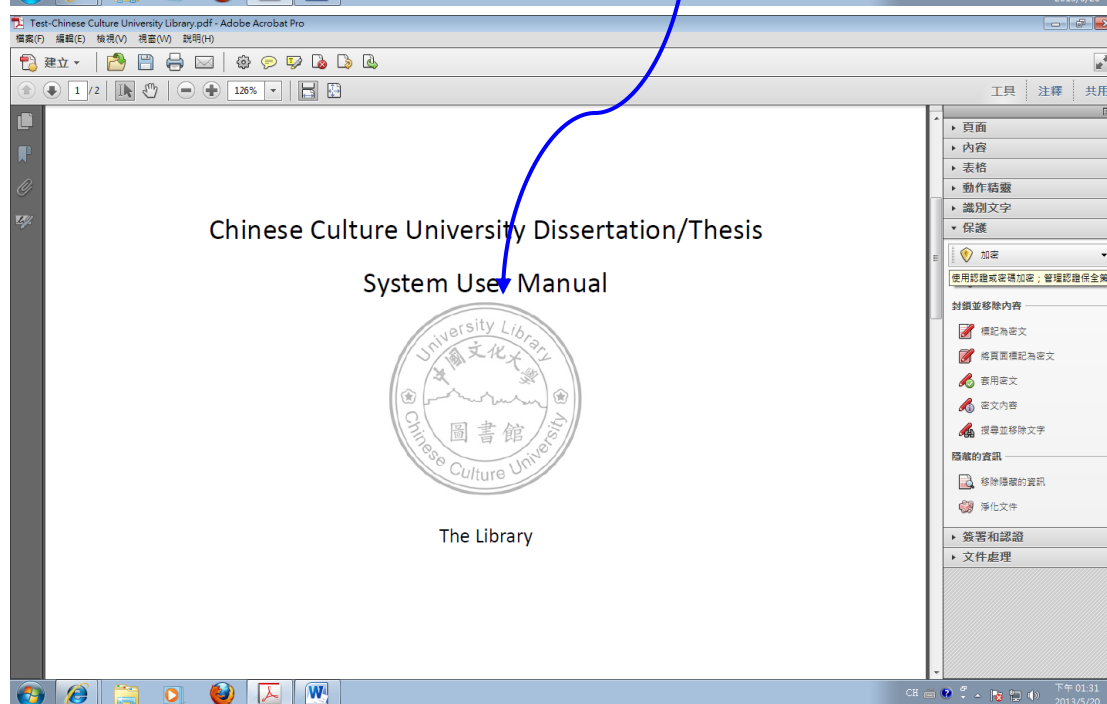
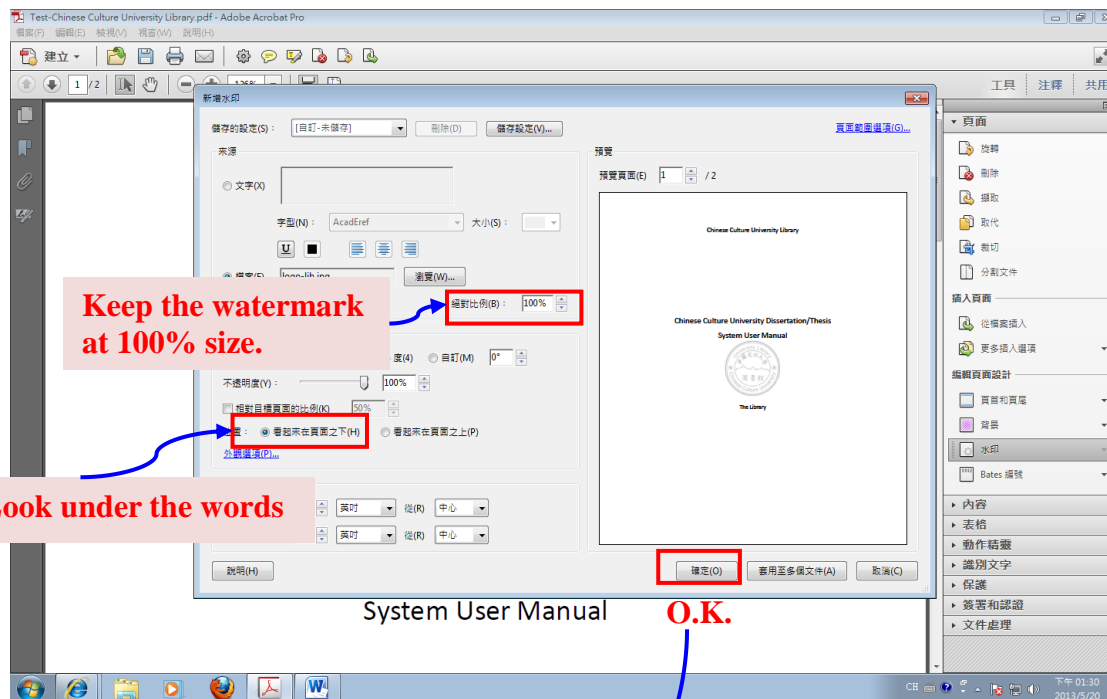


System User Manual

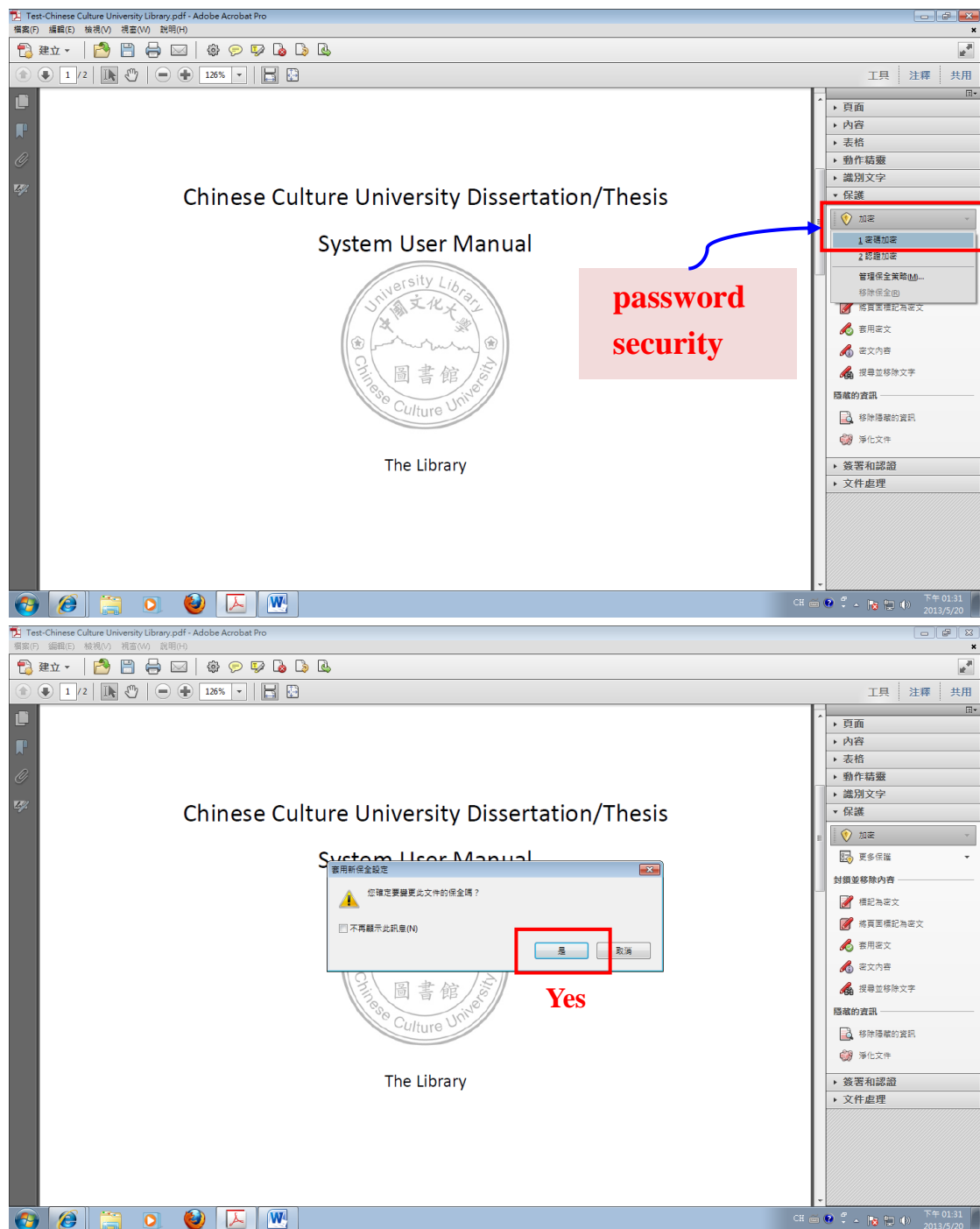


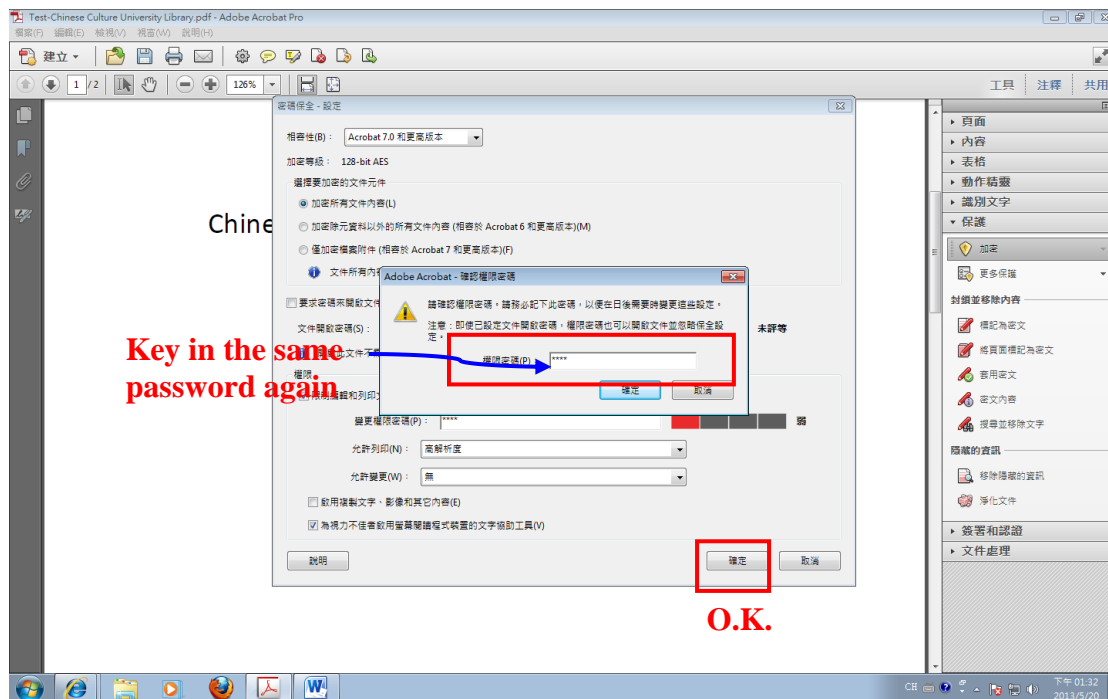
Open

System User Manual



Security configuration:





Finished the security configuration and save the file.

